



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA  
Memo No. CP14-020**

**1. Agenda Item Number:**

**29**

**2. Council Meeting Date:**  
August 15, 2013

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** July 23, 2013

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Community Services

**5. SUBJECT:** Project Agreement to Olsson Associates, Inc. for park design services for Centennial Park.

**6. RECOMMENDATION:** Staff recommends that Council award a project agreement to Olsson Associates, Inc., for Centennial Park, Project No. PR0810-202 pursuant to annual contract for park design services, EN1304-101, in an amount not to exceed \$88,361.00.

**7. BACKGROUND/DISCUSSION:** The City's system of neighborhood parks is intended to serve Chandler's residential areas with a variety of active and passive recreational facilities. It is the City's goal to provide, where possible, one 10-acre neighborhood park for each square mile of residential development. This park site is 11.01-acres in size and is located in the square mile bordered by Queen Creek, Gilbert, Ocotillo, and Cooper roads. Amenities included in this neighborhood park are lighted pathways, playgrounds with shade, sand volleyball and basketball courts, ramadas, open space, and landscaping.

Centennial Park was originally designed in 2008 by Olsson Associates, Inc., following a series of public meetings with residents of the square mile the park is intended to serve. Due to the economic downturn, construction of the park was delayed and the construction documents were "shelved".

At the February 28, 2013, meeting of the City Council, Resolution 4653 was approved that authorized the acquisition of an additional 3.01 acres of land to expand Centennial Park to 11.01 acres.

This contract will focus on a review update of the original design plans and incorporate the additional 3.01 acres into those plans, particularly in the area of drainage, utilities, and better distribution of site amenities.

Staff did meet with the HOA surrounding the park site on June 26, 2013, to review the current design plan and to discuss the revisions to be made as part of this contract. The HOA Board expressed satisfaction with the design.

The term of the contract is 180 days upon issuance of Notice to Proceed.

**8. EVALUATION:** City Council agenda for August 15, 2013 includes a recommendation to approve an Annual Contract for Park Design Services, EN1304-101, to Olsson Associates. Staff has reviewed the scope of work, work loads, and total fee for this project and determined that they are reasonable.

**9. FINANCIAL IMPLICATIONS:**

Cost: \$88,361.00

Savings: N/A

Long Term Costs: N/A

**Fund Source:**

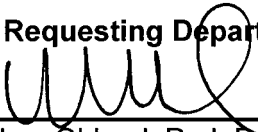
Acct. No.:	Fund Name:	Program Name:	CIP Funded:	Amount:
422.4580.5219.0000.6PR631	Neighborhood Park Impact Fees	Centennial Park	FY 13/14	\$73,546.00
424.4580.5219.0000.6PR631	Park Impact Fees	Centennial Park	FY 13/14	\$14,815.00

**10. PROPOSED MOTION:** Move that Council award a project agreement to Olsson Associates, Inc., for Centennial Park, Project No. PR0810-202 pursuant to annual contract for park design, EN1304-101 in an amount not to exceed \$88,361.00 and authorize the Mayor to sign the contract documents.

**ATTACHMENTS:** Location Map, Project Agreement

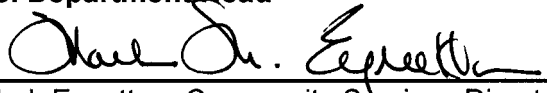
**APPROVALS**

**11. Requesting Department**



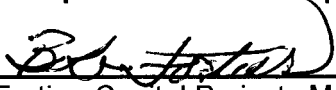
Mickey Ohland, Park Development and Operations Mgr.

**13. Department Head**



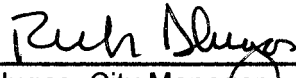
Mark Eynatten, Community Services Director

**12. Transportation & Development**



Bob Fortier, Capital Projects Manager

**14. City Manager**



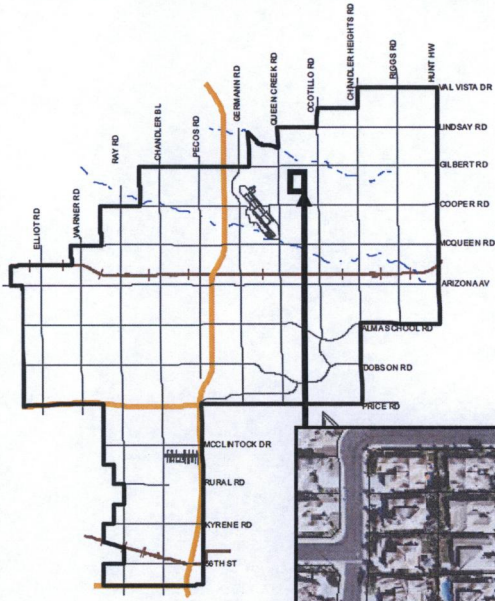
Rich Dlugas, City Manager





Chandler + Arizona

# CENTENNIAL PARK DESIGN PROJECT NO. PR0810-202



MEMO NO. CP14-020

PROJECT SITE





**PROJECT AGREEMENT  
PURSUANT TO ANNUAL CONTRACT NO. EN1304-101**

**PROJECT AGREEMENT NO: PR0810-202**

This PROJECT AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Olsson Associates, Inc., a Nebraska Corporation licensed in the State of Arizona (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1304-101.

CITY and Olsson Associates, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

**ARTICLE 1 - DESCRIPTION OF WORK:**

This project is Centennial Park, Project Number PR0810-202. The scope of work consists of design services for Centennial Park, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference.

The Annual Consultant shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a contract amendment and signed by the Contract Administrator.

**ARTICLE 2 - CONTRACT PRICE:**

CITY shall pay Annual Consultant for completion of the Work in accordance with the Contract Documents a fee not to exceed Eighty Eight Thousand Three Hundred Sixty One Dollars (\$88,361) determined and payable as set forth in Annual Contract EN1304-101 and Exhibit B attached hereto and made a part hereof by reference.

**ARTICLE 3 - CONTRACT TIME:**

The contract time is One Hundred Eighty calendar days and Annual Consultant agrees to complete all work within One Hundred Eighty (180) calendar days of the date CITY issues a Notice to Proceed.

**ARTICLE 4 - GENERAL:**

This Project Agreement is entered into pursuant to Annual Contract No. EN1304-101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement on the day and year first written above.

This Project Agreement will be effective on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF CHANDLER

FOR THE ANNUAL:

\_\_\_\_\_  
MAYOR DATE:

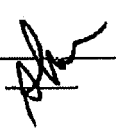
By:   
Title: Vice President

ADDRESS FOR NOTICE  
City of Chandler  
P.O. Box 4008, Mail Stop 407  
Chandler, AZ 85244-4008  
480-782-3307

ADDRESS FOR NOTICE  
Mr. Jeff Kratzke  
Olsson Associates, Inc.  
7250 N. 16<sup>th</sup> St., Ste. 210  
Phoenix, AZ 85020-5282

APPROVED AS TO FORM:

Phone: 602-748-1000  
Fax: 602-748-1001

\_\_\_\_\_  
City Attorney By:   
ATTEST:

\_\_\_\_\_  
City Clerk

**2.1 Preliminary Drainage Report**

**ANNUAL CONSULTANT** will prepare a Drainage Report. All drainage requirements, guidelines, assumptions and calculations shall be performed to City of Chandler and Maricopa County Standards. The City will provide any existing drainage studies or master drainage reports that correspond to the Project Area. [Deliverables: Preliminary Drainage Report]

**2.2 Utility Coordination**

**ANNUAL CONSULTANT** shall notify blue stake and order a utility design ticket for the project area. The design ticket shall provide the list of utility companies with utilities in the proposed project area. The list shall also provide a contact person to order utility mapping and as-built plan information.

**2.3 Storm Water Pollution Prevention Plan & Report**

**ANNUAL CONSULTANT** shall prepare SWPPP Plans with general notes, location of storm water pollution prevention methods, temporary access locations, temporary staging area locations and mitigation details. **ANNUAL CONSULTANT** will create a SWPPP Report as required by ADEQ for the site with associated permitting documents including the NOI and NOT.

**2.4 90% Construction Documents**

**ANNUAL CONSULTANT** will integrate the 60% Construction Document review comments to develop the 90% Plan set which will include the following:

2.4.1 Cover Sheet/ General Notes

2.4.2 Demolition Plans

2.4.3 Grading and Drainage Plans

2.4.4 Horizontal Control Plans

2.4.5 Utility/ Water Services Plans

2.4.6 Signing and Striping Plans

2.4.7 Hardscape Plans and Details

2.4.8 Electrical Plans and Details

2.4.9 Landscape Plans and Details

2.4.10 Landscape Irrigation Plans and Details

2.4.11 Technical Specifications

2.4.12 Opinion of Probable Costs

[Deliverables: Digital copies of the Plan Set, Technical Specifications and Opinion of Probable Costs]

**2.5 90% Design Progress Meeting**

**ANNUAL CONSULTANT** will facilitate a 90% Design Progress Meeting with City Staff to discuss the project design progress and identify upcoming project milestones and action items. [Deliverables: Project Schedule and Meeting Minutes]

**2.6 90% Comment Resolution Meeting**

ANNUAL CONSULTANT shall facilitate a 90% Comment Resolution Meeting to address comments from City Staff and establish direction/ resolution. ANNUAL CONSULTANT will compile all review comments and prepare an initial response to each in a tabular format, which will be returned to the City prior to the meeting. Final comment responses shall be determined at the 90% Comment Resolution Meeting and returned with the 100% Plan Submittal. [Deliverables: Compiled Comment Resolution Form]

## **2.7 Project Management**

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

## **Task 3.0 – Final Construction Plans (100%):**

### **3.1 Final Drainage Report**

ANNUAL CONSULTANT will finalize the Drainage Report. All drainage requirements, guidelines, assumptions and calculations shall be performed to City of Chandler and Maricopa County Standards. The City will provide any existing drainage studies or master drainage reports that correspond to the Project Area. [Deliverables: Final Drainage Report]

### **3.2 Utility Coordination**

ANNUAL CONSULTANT shall coordinate with the utility companies in the project area and submit design plans to the utility companies for utility conflict review and acquire the required utility conflict letters.

### **3.3 100% Construction Documents**

ANNUAL CONSULTANT will integrate the 90% Construction Document review comments to develop the Final Plan set which will include the following:

3.3.1 Cover Sheet/ General Notes

3.3.2 Demolition Plans

3.3.3 Grading and Drainage Plans

3.3.4 Horizontal Control Plans

3.3.5 Utility/ Water Services Plans

3.3.6 Signing and Striping Plans

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### **3.4 Final Design Progress Meeting**

ANNUAL CONSULTANT will facilitate a Final Design Progress Meeting with City Staff to discuss the project design progress and identify upcoming project milestones and action items. [Deliverables: Project Schedule and Meeting Minutes]

3.5 100% Comment Resolution Meeting

ANNUAL CONSULTANT shall facilitate a 100% Comment Resolution Meeting to address comments from City Staff and establish direction/ resolution. ANNUAL CONSULTANT will compile all review comments and prepare an initial response to each in a tabular format, which will be returned to the City prior to the meeting. Final comment responses shall be determined at the 100% Comment Resolution Meeting and returned with the Final Plan Submittal. [Deliverables: Compiled Comment Resolution Form]

3.6 Plan, Report and Permit Review and Approvals Process:

ANNUAL CONSULTANT will compile all plans, reports and permits required for review and approval submittal by the City of Chandler, including the drainage report, SWPPP report and Utility Conflict Review. Any review and/ or permitting fees shall be City's responsibility.

3.7 Project Management

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

Task 4.0 – Bidding Assistance

4.1 Pre-Bid Meeting

ANNUAL CONSULTANT will attend the pre-bid meeting along with City Staff. [Deliverables: Meeting Minutes]

4.2 Plan Set Addenda

ANNUAL CONSULTANT will provide all necessary project addenda to further clarify or address any contractor questions and/or comments.

4.3 Project Management

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

Task 5.0 –Construction Administration

5.1 Pre-Construction Meeting

ANNUAL CONSULTANT will attend the project Pre-Construction meeting with City Staff and the awarded contractor. The meeting should review the goals of the project as well as inspection procedures, submittal requirements, RFI/ASI process and lines of communication for the project. The awarded contractor will provide an overall construction schedule for review. [Deliverables: Meeting Minutes]

5.2 Submittal Review

ANNUAL CONSULTANT will lead the project product submittal review process. Submittals from the contractor will be submitted to ANNUAL CONSULTANT, logged in and distributed to both the City and the responsible technical discipline. Upon review submittals will be returned to ANNUAL CONSULTANT and distributed to the contractor within the time period specified in the project specifications.

5.3 Requests for Information Responses & Architectural Supplemental Instructions



ANNUAL CONSULTANT shall distribute RFIs / ASIs from the responsible technical discipline and distribute to City Staff. Upon review by Staff, RFIs / ASIs shall be returned to ANNUAL CONSULTANT and distributed to the contractor within the time period specified in the project specifications.

**5.4 Construction Meetings / Field Observation**

ANNUAL CONSULTANT will attend weekly on-site construction meetings (up to 5 meetings) and provide field observation reports to City Staff to document construction work activities and progress. [Deliverables: Field Observation Reports]

**5.5 Pre-Final Punch List**

ANNUAL CONSULTANT will attend the pre-final inspection and initial punch list site meeting. The responsible disciplines will also be required to attend, inspect and punch list their area of expertise relating to the project. ANNUAL CONSULTANT will compile both the consultant punch list items as well as the City's punch list items into one master punch list to distribute to the contractor.

**5.6 Final Punch List**

ANNUAL CONSULTANT will attend the final inspection site meeting. Each responsible discipline will also be required to attend, inspect and verify the punch list items previously identified. ANNUAL CONSULTANT will compile both the City's and consultant's punch list items into one master punch list to distribute to the contractor.

**5.7 Record Drawings, As-Built Plans, Warranty and Project Close Out**

The contractor shall provide field as-built plans. ANNUAL CONSULTANT will provide electronic revised plans based on the contractor's field record set. ANNUAL CONSULTANT will provide both electronic and hardcopy record drawings at the project close out and collect all project product warranty documentation from the contractor and distribute to the City.

**5.8 Project Management**

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

**Task 6.0 – Sub-Consultant Services**

**6.1 Landscape Irrigation Design**

The irrigation system design will be expanded to include the added quadrant. The water window, point of connection and mainline hydraulics will be reassessed and revisions made as necessary. The booster pump will be redesigned for the expanded demand and details and specifications revised as required. Equipment and specifications from the existing drawings will be updated and revised to reflect current City Standards. An estimate of probable cost will be provided.

**6.2 Geotechnical, Agronomy & Bio-Assay Testing**

Geotechnical, agronomy and bio-assay soil testing will take place, immediately after the acceptance of the final revised master plan to determine soil conditions and appropriate sub-base for the pathway and planting areas. The geotechnical report will also provide structural and pavement recommendation sections for building foundations and pavement surfaces. Soil analysis will also be included to determine the appropriate rate of infiltration.

**6.3 Structural Engineering Services**

Structural Engineering Services will be initiated after the comment resolution meeting for the 90% Construction Document submittal in order to take advantage of the advancement and clarity of design.

Assumptions:

- 1) Requests for additional services and/or meetings beyond those identified in the Scope and Fee Proposal will be negotiated on a time and materials basis.
- 2) Additional submittals beyond those identified in the Scope and Fee Proposal will be negotiated on as an additional service.
- 3) ANNUAL CONSULTANT to provide electronic files for all Construction Documents, Specifications, Reports and Permits. Hard copies for review, submittal, permitting and construction purposes shall be provided by the City.

Exclusions:

- 1) Off-site Improvements (roads, utilities etc.)
- 2) Permitting Fees
- 3) Easement coordination not specified in the scope of work
- 4) Public meetings, City Council and/or commission presentations of the revised master plan.
- 5) 3D modeling, perspectives and/or character sketches.

## EXHIBIT B FEE SCHEDULE

														Total
		\$13.00	\$11.00	\$13.00	\$115.00	\$99.00	\$102.00	\$43.00	\$155.00	\$100.00	\$60.00	\$104.00		
Task 1.0 – Updated Master Plan														
1.1	Kick-off Meeting	2	2		2									\$ 799
1.2	Data Collection and Review		2		2									\$ 472
1.3	Boundary and Topographic Survey									12				\$ 1,990
1.4	Develop Base Plans					8				4				\$ 1,380
1.5	Develop Preliminary Revised Master Plan			24										\$ 2,904
1.6	Progress Meeting w/ City Staff	2	2		2									\$ 795
1.7	Develop Final Revised Master Plan			12										\$ 1,452
1.8	Develop Estimate of Probable Construction Costs	1	4		4			4					4	\$ 1,931
1.9	Project Management	4										1		\$ 762
	Subtotal Hours	8	46		10	8	4		4	12		1	4	39
	Subtotal Dollars	\$ 1,467	\$ 6,666	\$ -	\$ 1,160	\$ 680	\$ 408	\$ -	\$ 620	\$ 1,800	\$ 60	\$ 416	\$ 12,157	
Task 2.0 – Construction Documents (90%)														
2.1	Preliminary Drainage Report - Update				4	24								\$ 2,800
2.2	Utility Coordination				2	8	4							\$ 1,318
2.3	Storm Water Pollution Prevention Plan & Report				2	10								\$ 1,098
2.4	90% Construction Documents		12	40	12	40		12	40				32	\$ 18,304
2.5	90% Design Progress Meeting	2	2		2									\$ 798
2.6	90% Comment Resolution Meeting	2	2		2									\$ 758
2.7	Project Management	4										1		\$ 702
	Subtotal Hours	8	16	40	24	68	16	40				1	32	285
	Subtotal Dollars	\$ 1,304	\$ 1,936	\$ 3,408	\$ 2,780	\$ 7,480	\$ 1,632	\$ 2,120	\$ -	\$ -	\$ 60	\$ 3,328	\$ 24,010	
Task 3.0 – Final Construction Plans (100%)														
3.1	Final Drainage Report				2	12								\$ 1,380
3.2	Utility Coordination				2	8								\$ 918
3.3	100% Construction Documents		8	32	8	40	8	32					32	\$ 13,172
3.4	Final Design Progress Meeting	2	2		2									\$ 788
3.5	100% Comment Resolution Meeting	2	2		2									\$ 788
	Plan, Report and Permit Review and Approvals Process		2	8	2	8								\$ 1,832
3.7	Project Management	4										1		\$ 702
	Subtotal Hours	8	12	40	16	68	8	32				1	32	215
	Subtotal Dollars	\$ 1,304	\$ 1,452	\$ 3,400	\$ 1,840	\$ 6,780	\$ 612	\$ 1,696	\$ -	\$ -	\$ 60	\$ 3,328	\$ 18,482	
Task 4.0 – Bidding Assistance														
4.1	Pre-Bid Meeting		2		2									\$ 472
4.2	Plan Set Addenda		4	12	4	12	4	12					2	\$ 4,236
4.3	Project Management	4										1		\$ 702
	Subtotal Hours	4	6	12	6	12	4	12				1	2	58
	Subtotal Dollars	\$ 662	\$ 726	\$ 1,020	\$ 690	\$ 1,020	\$ 408	\$ 636	\$ -	\$ -	\$ 60	\$ 208	\$ 6,410	
Task 5.0 – Construction Administration														
5.1	Pre-Construction Meeting		2		2									\$ 472
5.2	Substantial Review		12		12		12						6	\$ 4,680
5.3	RFI & ASRs		8		8		4						6	\$ 2,820
5.4	Construction Meetings / Field Observation		8		8								6	\$ 2,612
5.5	Pre-Final Punch List		2		2								6	\$ 1,698
5.6	Final Punch List		2		2								6	\$ 1,698
5.7	Record Drawings, As-Builts, Warranty and Project Close Out		2	12	2	12	2	4					4	\$ 3,344
5.8	Project Management	4										1		\$ 762
	Subtotal Hours	4	36	12	36	12	18	4				1	34	167
	Subtotal Dollars	\$ 662	\$ 4,356	\$ 1,020	\$ 4,140	\$ 1,020	\$ 1,836	\$ 212	\$ -	\$ -	\$ 60	\$ 3,636	\$ 16,622	
	TOTAL HOURS	43	116	104	82	184	48	88	4	12	5	104	794	
	TOTAL FEES	\$ 9,370	\$ 14,936	\$ 8,840	\$ 10,560	\$ 15,980	\$ 4,896	\$ 4,864	\$ 620	\$ 1,300	\$ 250	\$ 10,616	\$ 77,831	
	Expenses												\$ 1,600	
	Sub-Consultant: Geotechnical, Agronomy & Bio-Assay Testing												\$ 7,600	
	Sub-Consultant: Structural Engineering Services												\$ 1,600	
	GRAND TOTAL												\$ 89,361	

## **EXHIBIT A SCOPE OF WORK**

ANNUAL CONSULTANT shall provide the following services:

### Task 1.0 – Updated Master Plan:

- 1.1 Kick-off Meeting w/ City Staff to Coordinate the Project Schedule and Public Involvement Program  
The project goals, objectives, scope, and schedule will be confirmed. Key deliverable dates will be established and confirmed for each phase of the project. ANNUAL CONSULTANT will produce a Project Schedule identifying project milestones. ANNUAL CONSULTANT will utilize a secured website for electronic distribution of documents. [Deliverables: Project Schedule and Meeting Minutes]
- 1.2 Data Collection and Review  
ANNUAL CONSULTANT will collect any updated site information from the City, if available, including but not limited to adjacent property ownership and project as-built drawings, utility infrastructure, development and current design guidelines for the City of Chandler, relevant drainage and traffic/transportation reports.
- 1.3 Boundary and Topographic Survey  
ANNUAL CONSULTANT shall provide survey of existing conditions to include right-of-way, property lines, existing plants, existing buildings, parking lots, light standards, curb/gutter, edge of pavement and visible utility features (valves, cabinets). [Deliverables: Results of Survey - Boundary/Topography]
- 1.4 Develop Base Plans  
ANNUAL CONSULTANT will utilize the Boundary and Topographic Survey to develop an accurate base plan. [Deliverables: Site Base Plan in AutoCad 2013 format]
- 1.5 Develop Preliminary Revised Master Plan  
ANNUAL CONSULTANT will develop one color rendered and labeled 30" x 42" master plan showing the revised site layout and program elements. [Deliverables: 30" x 40" color rendered Master Plan]
- 1.6 Progress Meeting w/ City Staff  
ANNUAL CONSULTANT will meet with members of City Staff to discuss and review the project process and evaluate the preliminary revised master plan. [Deliverables: Progress Meeting Minutes]
- 1.7 Develop Final Revised Master Plan  
ANNUAL CONSULTANT will develop one color rendered and labeled 30" x 42" master plan incorporating comments from city staff to be used as basis for the construction documents and in public meeting(s), if necessary. [Deliverables: 30" x 40" color rendered Final Revised Master Plan]
- 1.8 Develop Estimate of Probable Construction Costs  
ANNUAL CONSULTANT will utilize the Final Master Plan and Character Sketches to develop an opinion of probable costs [Deliverables: Estimate of Probable Construction Costs]
- 1.9 Project Management  
ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

### Task 2.0 – Construction Documents (90%):



## 2.1 Preliminary Drainage Report

ANNUAL CONSULTANT will prepare a Drainage Report. All drainage requirements, guidelines, assumptions and calculations shall be performed to City of Chandler and Maricopa County Standards. The City will provide any existing drainage studies or master drainage reports that correspond to the Project Area. [Deliverables: Preliminary Drainage Report]

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2.4.1 Cover Sheet/ General Notes

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2.4.11 Technical Specifications

2.4.12 Opinion of Probable Costs

[Deliverables: Digital copies of the Plan Set, Technical Specifications and Opinion of Probable Costs]

## 2.5 90% Design Progress Meeting

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### Task 3.0 – Final Construction Plans (100%):

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ANNUAL CONSULTANT will facilitate a Final Design Progress Meeting with City Staff to discuss the project design progress and identify upcoming project milestones and action items. [Deliverables: Project Schedule and Meeting Minutes]

3.5 100% Comment Resolution Meeting

ANNUAL CONSULTANT shall facilitate a 100% Comment Resolution Meeting to address comments from City Staff and establish direction/ resolution. ANNUAL CONSULTANT will compile all review comments and prepare an initial response to each in a tabular format, which will be returned to the City prior to the meeting. Final comment responses shall be determined at the 100% Comment Resolution Meeting and returned with the Final Plan Submittal. [Deliverables: Compiled Comment Resolution Form]

3.6 Plan, Report and Permit Review and Approvals Process:

ANNUAL CONSULTANT will compile all plans, reports and permits required for review and approval submittal by the City of Chandler, including the drainage report, SWPPP report and Utility Conflict Review. Any review and/ or permitting fees shall be City's responsibility.

3.7 Project Management

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

Task 4.0 – Bidding Assistance

4.1 Pre-Bid Meeting

ANNUAL CONSULTANT will attend the pre-bid meeting along with City Staff. [Deliverables: Meeting Minutes]

4.2 Plan Set Addenda

ANNUAL CONSULTANT will provide all necessary project addenda to further clarify or address any contractor questions and/or comments.

4.3 Project Management

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

Task 5.0 –Construction Administration

5.1 Pre-Construction Meeting

ANNUAL CONSULTANT will attend the project Pre-Construction meeting with City Staff and the awarded contractor. The meeting should review the goals of the project as well as inspection procedures, submittal requirements, RFI/ASI process and lines of communication for the project. The awarded contractor will provide an overall construction schedule for review. [Deliverables: Meeting Minutes]

5.2 Submittal Review

ANNUAL CONSULTANT will lead the project product submittal review process. Submittals from the contractor will be submitted to ANNUAL CONSULTANT, logged in and distributed to both the City and the responsible technical discipline. Upon review submittals will be returned to ANNUAL CONSULTANT and distributed to the contractor within the time period specified in the project specifications.

5.3 Requests for Information Responses & Architectural Supplemental Instructions

ANNUAL CONSULTANT shall distribute RFIs / ASIs from the responsible technical discipline and distribute to City Staff. Upon review by Staff, RFIs / ASIs shall be returned to ANNUAL CONSULTANT and distributed to the contractor within the time period specified in the project specifications.

5.4 Construction Meetings / Field Observation

ANNUAL CONSULTANT will attend weekly on-site construction meetings (up to 5 meetings) and provide field observation reports to City Staff to document construction work activities and progress. [Deliverables: Field Observation Reports]

5.5 Pre-Final Punch List

ANNUAL CONSULTANT will attend the pre-final inspection and initial punch list site meeting. The responsible disciplines will also be required to attend, inspect and punch list their area of expertise relating to the project. ANNUAL CONSULTANT will compile both the consultant punch list items as well as the City's punch list items into one master punch list to distribute to the contractor.

5.6 Final Punch List

ANNUAL CONSULTANT will attend the final inspection site meeting. Each responsible discipline will also be required to attend, inspect and verify the punch list items previously identified. ANNUAL CONSULTANT will compile both the City's and consultant's punch list items into one master punch list to distribute to the contractor.

5.7 Record Drawings, As-Built Plans, Warranty and Project Close Out

The contractor shall provide field as-built plans. ANNUAL CONSULTANT will provide electronic revised plans based on the contractor's field record set. ANNUAL CONSULTANT will provide both electronic and hardcopy record drawings at the project close out and collect all project product warranty documentation from the contractor and distribute to the City.

5.8 Project Management

ANNUAL CONSULTANT will coordinate with the City and sub-consultants to provide a product that is on time, on task, on budget and assure that proper coordination has taken place between City Staff and ANNUAL CONSULTANT.

Task 6.0 – Sub-Consultant Services

6.1 Landscape Irrigation Design

The irrigation system design will be expanded to include the added quadrant. The water window, point of connection and mainline hydraulics will be reassessed and revisions made as necessary. The booster pump will be redesigned for the expanded demand and details and specifications revised as required. Equipment and specifications from the existing drawings will be updated and revised to reflect current City Standards. An estimate of probable cost will be provided.

6.2 Geotechnical, Agronomy & Bio-Assay Testing

Geotechnical, agronomy and bio-assay soil testing will take place, immediately after the acceptance of the final revised master plan to determine soil conditions and appropriate sub-base for the pathway and planting areas. The geotechnical report will also provide structural and pavement recommendation sections for building foundations and pavement surfaces. Soil analysis will also be included to determine the appropriate rate of infiltration.

6.3 Structural Engineering Services

Structural Engineering Services will be initiated after the comment resolution meeting for the 90% Construction Document submittal in order to take advantage of the advancement and clarity of design.



Assumptions:

- 1) Requests for additional services and/or meetings beyond those identified in the Scope and Fee Proposal will be negotiated on a time and materials basis.
- 2) Additional submittals beyond those identified in the Scope and Fee Proposal will be negotiated on as an additional service.
- 3) ANNUAL CONSULTANT to provide electronic files for all Construction Documents, Specifications, Reports and Permits. Hard copies for review, submittal, permitting and construction purposes shall be provided by the City.

Exclusions:

- 1) Off-site improvements (roads, utilities etc.)
- 2) Permitting Fees
- 3) Easement coordination not specified in the scope of work
- 4) Public meetings, City Council and/or commission presentations of the revised master plan.
- 5) 3D modeling, perspectives and/or character sketches.

# **EXHIBIT B FEE SCHEDULE**

	Proj Mgr	Landscape Arch	Landscape Dsgnr / Tech	Civil Eng	Civil Dsgnr/Tech	Electrical Eng	Electrical Tech/Dsgnr	Reg Svcr, RLS	Survey Crew (1 Man)	Admin. Staff	Landscape Irrig Dsgnr	Total
<b>TASKS</b>	\$163.00	\$121.00	\$85.00	\$115.00	\$85.00	\$102.00	\$53.00	\$155.00	\$150.00	\$50.00	\$104.00	
<b>Task 1.0 – Updated Master Plan</b>												
1.1 Kick-off Meeting	2	2		2								\$ 798
1.2 Data Collection and Review		2		2								\$ 472
1.3 Boundary and Topographic Survey									12			\$ 1,800
1.4 Develop Base Plans					8			4				\$ 1,300
1.5 Develop Preliminary Revised Master Plan		24										\$ 2,904
1.6 Progress Meeting w/ City Staff	2	2		2								\$ 798
1.7 Develop Final Revised Master Plan		12										\$ 1,452
1.8 Develop Estimate of Probable Construction Costs	1	4		4		4					4	\$ 1,931
1.9 Project Management	4									1		\$ 702
<b>Subtotal Hours</b>	<b>9</b>	<b>46</b>	<b>-</b>	<b>10</b>	<b>8</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>12</b>	<b>1</b>	<b>4</b>	<b>98</b>
<b>Subtotal Dollars</b>	<b>\$ 1,467</b>	<b>\$ 5,566</b>	<b>\$ -</b>	<b>\$ 1,150</b>	<b>\$ 680</b>	<b>\$ 408</b>	<b>\$ -</b>	<b>\$ 620</b>	<b>\$ 1,800</b>	<b>\$ 50</b>	<b>\$ 416</b>	<b>\$ 12,157</b>
<b>Task 2.0 – Construction Documents (90%)</b>												
2.1 Preliminary Drainage Report - Update				4	24							\$ 2,590
2.2 Utility Coordination				2	8	4						\$ 1,318
2.3 Storm Water Pollution Prevention Plan & Report				2	16							\$ 1,590
2.4 90% Construction Documents		12	40	12	40	12	40				32	\$ 16,304
2.5 90% Design Progress Meeting	2	2		2								\$ 798
2.6 90% Comment Resolution Meeting	2	2		2								\$ 798
2.7 Project Management	4									1		\$ 702
<b>Subtotal Hours</b>	<b>8</b>	<b>16</b>	<b>40</b>	<b>24</b>	<b>88</b>	<b>16</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>32</b>	<b>265</b>
<b>Subtotal Dollars</b>	<b>\$ 1,304</b>	<b>\$ 1,936</b>	<b>\$ 3,400</b>	<b>\$ 2,760</b>	<b>\$ 7,480</b>	<b>\$ 1,632</b>	<b>\$ 2,120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 3,328</b>	<b>\$ 24,010</b>
<b>Task 3.0 – Final Construction Plans (100%)</b>												
3.1 Final Drainage Report				2	12							\$ 1,250
3.2 Utility Coordination				2	8							\$ 910
3.3 100% Construction Documents		6	32	6	40	6	32				32	\$ 13,172
3.4 Final Design Progress Meeting	2	2		2								\$ 798
3.5 100% Comment Resolution Meeting	2	2		2								\$ 798
Plan, Report and Permit Review and Approvals Process		2	8	2	8							\$ 1,832
3.7 Project Management	4									1		\$ 702
<b>Subtotal Hours</b>	<b>8</b>	<b>12</b>	<b>40</b>	<b>16</b>	<b>68</b>	<b>6</b>	<b>32</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>32</b>	<b>215</b>
<b>Subtotal Dollars</b>	<b>\$ 1,304</b>	<b>\$ 1,452</b>	<b>\$ 3,400</b>	<b>\$ 1,840</b>	<b>\$ 5,780</b>	<b>\$ 612</b>	<b>\$ 1,696</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 3,328</b>	<b>\$ 19,462</b>
<b>Task 4.0 – Bidding Assistance</b>												
4.1 Pre-Bid Meeting		2		2								\$ 472
4.2 Plan Set Addenda		4	12	4	12	4	12				2	\$ 4,236
4.3 Project Management	4									1		\$ 702
<b>Subtotal Hours</b>	<b>4</b>	<b>6</b>	<b>12</b>	<b>6</b>	<b>12</b>	<b>4</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>59</b>
<b>Subtotal Dollars</b>	<b>\$ 652</b>	<b>\$ 726</b>	<b>\$ 1,020</b>	<b>\$ 690</b>	<b>\$ 1,020</b>	<b>\$ 408</b>	<b>\$ 636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 208</b>	<b>\$ 5,410</b>
<b>Task 5.0 – Construction Administration</b>												
5.1 Pre-Construction Meeting		2		2								\$ 472
5.2 Submittal Review		12		12		12					6	\$ 4,680
5.3 RFI & ASIs		8		8		4					6	\$ 2,920
5.4 Construction Meetings / Field Observation		8		8							6	\$ 2,512
5.5 Pre-Final Punch List		2		2							6	\$ 1,096
5.6 Final Punch List		2		2							6	\$ 1,096
5.7 Record Drawings, As-Built, Warranty and Project Close Out		2	12	2	12	2	4				4	\$ 3,344
5.8 Project Management	4									1		\$ 702
<b>Subtotal Hours</b>	<b>4</b>	<b>36</b>	<b>12</b>	<b>36</b>	<b>12</b>	<b>18</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>34</b>	<b>157</b>
<b>Subtotal Dollars</b>	<b>\$ 652</b>	<b>\$ 4,356</b>	<b>\$ 1,020</b>	<b>\$ 4,140</b>	<b>\$ 1,020</b>	<b>\$ 1,836</b>	<b>\$ 212</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 3,536</b>	<b>\$ 16,822</b>
<b>TOTAL HOURS</b>	<b>33</b>	<b>116</b>	<b>104</b>	<b>92</b>	<b>188</b>	<b>48</b>	<b>88</b>	<b>4</b>	<b>12</b>	<b>5</b>	<b>104</b>	<b>794</b>
<b>TOTAL FEES</b>	<b>\$ 5,379</b>	<b>\$ 14,036</b>	<b>\$ 8,840</b>	<b>\$ 10,580</b>	<b>\$ 15,980</b>	<b>\$ 4,896</b>	<b>\$ 4,664</b>	<b>\$ 620</b>	<b>\$ 1,800</b>	<b>\$ 250</b>	<b>\$ 10,816</b>	<b>\$ 77,861</b>
<b>Expenses</b>												<b>\$ 1,500</b>
<b>Sub-Consultant: Geotechnical, Agronomy &amp; Bio-Assay Testing</b>												<b>\$ 7,500</b>
<b>Sub-Consultant: Structural Engineering Services</b>												<b>\$ 1,500</b>
<b>GRAND TOTAL</b>												<b>\$ 88,361</b>